

# Collections Guidelines



The Diocesan Archives collects and preserves the records of Synod, its officials, clergy, parishes and organizations. The Diocese is committed to the preservation of its archives through a program of records management. The policies and operation of the Archives are determined by the Archivist in consultation with the Executive Director.

The Archives will consider for deposit and retention:

1. Records of the administration of the Anglican Diocese of Toronto including financial records, acts of incorporation and synod journals.
2. Departmental records of the Anglican Diocese of Toronto including correspondence, case files, the records of related agencies directly responsible to the Anglican Diocese of Toronto and publications.
3. Records of the Officers of the Anglican Diocese of Toronto, bishops, directors, and all persons whose primary responsibilities relate to the mission of the Anglican Diocese of Toronto.
4. Vital records including baptism, marriage and burials records. Local congregational records.
5. Photographic records including films, videos, tapes and slides.
6. Pictorial materials including maps, plans and architectural drawings.
7. Private manuscripts and personal papers of persons of significance to the history of the Anglican Diocese of Toronto.
8. Oral history, music and computer records.
9. Records of indirectly related agencies, for example, interdenominational bodies that have specific reference to the Diocese.

The Diocesan Archives reserves the right to accept or decline collections or parts of collections transferred to it. Material that is not considered suitable for the Diocesan Archives will either be returned to the donor or destroyed at the option of the donor.

Materials given to the Archives are given outright and are henceforward to be regarded as the property of the Archives without liability upon any grounds whatsoever to the donor. In releasing ownership, copyright is transferred to the Anglican Diocese of Toronto.

The Archives agrees to provide adequate storage and preservation facilities for materials added to the collection: to receive, arrange and describe materials according to archives principles and to make materials available to researchers according to established policy.